

STATE OF CONNECTICUT  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
STATE MARSHAL COMMISSION  
450 Columbus Blvd., Suite 1403, Hartford, CT 06103  
Tel. 860-713-5372 Fax. (860) 622-2938  
~~Meeting is in North Plaza Meeting Room J at 4:30 p.m.~~

Meeting Was Conducted Remotely Using Microsoft Teams

DRAFT MINUTES  
STATE MARSHAL COMMISSION MEETING  
January 21, 2021

Commissioner Keeney, Chairperson, called the meeting to order at 4:33 p.m. Staff Attorney Sousa advised the participants that the proceedings were being recorded.

Chairperson Commissioner Keeney confirmed all members and persons in attendance, and verified that a minimum 5 voting member quorum was present.

Members present/participating remotely: Chairperson Wayne R. Keeney; Vice-Chairperson Shirley Skyers-Thomas; Bryan Cafferelli; Commissioner Hon. Susan Connors; Michael Desmond (via telephone); Mildred Torres-Ferguson (via telephone), John Vamos; Ex-officio (non-voting) Member State Marshal Thomas Burke; Ex-officio (non-voting) Member State Marshal Lisa Stevenson; Staff Director Doug Moore (non-voting); and Staff Attorney Thomas J. Sousa, Jr. (non-voting).

Members Absent: none.

Guests/Members of the public present/participating: none.

**Topics:**

**1. Minutes: November 19, 2020 Regular Meeting:**

The Commission, after a motion by Commissioner Cafferelli, seconded by Commissioner Skyers-Thomas, unanimously voted to adopt the minutes of the November 19, 2020 regular meeting.

**2. State Marshal Access to DMV Records:**

Staff Attorney Sousa provided an update on the status of the DMV Self-Service User Portal. As of yesterday afternoon, CJIS reports a total of 106 different state marshals were enrolled in the DMV system. Of those 106 enrolled state marshals, 95 have run a successful search query.

Usage data for the first month of operation (September 2020) is quoted at 508 successful searches, times \$10 per search, for a total of \$5,080.00 billable revenue to DMV. Only one state marshal failed to pay for the services DMV provided in September. That state marshal, who has submitted a pending retirement request, has an outstanding DMV invoice in the amount of \$250.

During the October to December 2020 quarter, state marshals completed 1,230 successful searches, resulting in anticipated DMV revenue of \$12,300. The billing for that quarter was recently sent out, and state marshals have already submitted payments of \$6,560.

During the month of December 2020 - 2,374 DMV data searches were attempted by state marshals, resulting in 407 successful results/billable events.

State marshals are reminded to print search results while still in the case. Once they close the search results, they will be charged for another search if they have to go back into the case to print.

### **3. eLicense Initiative & Annual Fee Update**

Staff Attorney Sousa provided an update on the state marshal renewals in eLicense and payment of the annual fee. At last count, 13 state marshals were shown as not having completed their renewal as of December 30, 2020.

Following a lengthy discussion of this topic, the membership directed attorney Sousa to provide a detailed report during the February monthly meeting, of all state marshals who failed to complete their annual renewal and/or pay the annual fee by the December 31, 2020 deadline.

During the February meeting the commission will review those individual cases, and determine what, if any, action should be taken.

### **4. 2017 Marshal Manual Revision**

Staff Attorney Sousa advised the commission that work continues by the four advisory board members (State Marshals Quinn, Mezick, Ostrowski and Stevenson) as they conduct a comprehensive in-depth review of the entire 2017 State Marshal Manual. Each of those individuals took certain sections of the manual to review, and will return with suggested changes. It is anticipated that revising the marshal manual should require about 6 months to complete.

### **5. Retirement/Resignation/Inactive Updates**

Hartford County State Marshal Edmund Cosgrove turned in his badge and affidavit, and requests issuance of a retired badge. Following discussion, a motion was made by Commissioner Cafferelli to approve State Marshal Cosgrove's request to retire effective 12/31/2020, and issue a retired badge provided there are no significant outstanding complaints. Seconded by Commissioner Vamos, the motion passed unanimously.

Hartford County State Marshal Anthony LaRosa has notified the commission of his intent to retire effective December 30, 2020; he has returned his badge and affidavit. Following discussion, a motion was made by Commissioner Connors to approve Hartford County State Marshal LaRosa's request to retire, and issue him a retired badge provided there are not significant outstanding complaints against him. Seconded by Commissioner Torres-Ferguson, the motion passed unanimously.

Inactive Middlesex County State Marshal James Guererra, has turned in his badge and affidavit, and requests issuance of a retired badge. Following discussion, a motion was made by Commissioner Vamos to approve State Marshal Guererra's request to retire effective 12/31/2020, and issue a retired badge, provided there are no outstanding significant complaints against him. Seconded by Commissioner Torres-Ferguson, the motion passed unanimously.

Staff Attorney Sousa advised the commission on the recent death of Hartford County State Marshal Peter Perone. The requisite financial audit will be requested. The commission discussed the appointment of a successor, Staff Director Moore suggested the commission could work with the advisory board to choose a successor. Commissioner Connors expressed her confidence in Hartford State Marshal Stevenson, provided Marshal Stevenson refrain from participating in discussing the topic in her ex-officio role. State auditors can provide a letter protecting a successor marshal, stating the successor is only

responsible for actions taken after the date of such appointment. Staff Attorney Sousa will research this topic and report back to the commission at next month's meeting with a specific recommendation.

Pending further research the commission took no action on State Marshal Edmund Makowski's recent retirement request.

Ex-officio State Marshal Stevenson requested an update on the status of State Marshal Orr's retired badge. Attorney Sousa will report back to the commission with a status on all retired badges.

## **6. Annual Firearms Authorization**

Staff Attorney Sousa requested the commission approve firearms authorization for all remaining designated state marshals\* who have completed the mandatory training subjects, met all administrative qualifications and requirements, paid their civil liability and Connecticut Police Academy training invoices, and annual fee. These are in addition to the five state marshals to whom the commission sent approval letters last October.

The commission requested, but has not yet received, a by-name report from the Connecticut Police Academy to verify which marshals have paid for the training.

Commissioner Connors made a motion that the commission, subject to verification proving full compliance with all training and administrative requirements, issue firearms carry authorization letters to the remaining marshals listed on the 2020 firearms training roster. Seconded by Commissioner Torres-Ferguson, the motion passed.

(\* Remaining Firearms State Marshals = Barbieri (Sr.); Bryk; Cipriano, A.; Cipriano D.; Criscuolo; Cronin; Dingle; Dussault; Green; McCrewell; McNeill; Mezick; Niziankiewicz; Rijs; and Rosado)

Attorney Sousa informed the commission that he is negotiating with the Connecticut Police Academy regarding pushing the 2021 range qualification firing dates back to sometime in the fall. This action is contemplated due to widespread handgun ammunition shortages in the commercial market.

## **Closing Business**

Commissioner Keeney announced that the Connecticut State Marshals have requested they be designated as essential workers for purposes of receiving priority scheduling for COVID vaccinations. Commissioner Keeney has spoken with the governor's office on three different occasions concerning this topic, and has been advised by the governor's office that the request is under consideration.

Ex-Officio State Marshal Burke brought up the issue of restraining orders, courthouse procedures regarding original copies as opposed to electronic delivery of returns of service, and the registry. Commissioner Connors stated this is a court operations issue and she will advise Judges Carrol and Buzzotto that this matter has been raised by the state marshals, and the advisory board will bring the issue forward. In order to properly address any problem areas, Commissioner Connors emphasized the importance that state marshals must provide Judicial with very specific details (which courthouse, which court staff member, the case or docket number, what date, and/or which judge).

Staff Director Moore outlined the critical role that signed complaint forms play in the commission's disciplinary process. Complaints concerning restraining order duty carry great weight when signed under penalty of false statement by courthouse staff having firsthand knowledge of the situation.

Commissioner Connors stated she will discuss with Judge Carrol the reported failure of some courts to accept electronic returns of service; and the new judicial policy that discourages court employees from submitting signed complaint forms against state marshals.

The Commission, after a motion by Commissioner Vamos, seconded by Commissioner Cafferelli, unanimously voted to adjourn the meeting.

The meeting was adjourned by Commissioner Keeney at 5:48 p.m.